

## Certificate of Insurance Explanation of Sections

1. The name and address of the insured's insurance brokerage or agency appears here.
2. The insured's name and address appears here. The insured is the entity you are requesting the certificate from.
3. The names of each insurance carrier appear here – each are assigned a letter code: A, B, C, D and E to correspond with section #4.
4. The letter (A, B, C, D, E) of the appropriate carrier appears here for each coverage section.
5. An "X" will be marked in this box if additional insured status is being provided for the particular coverage section. Also see section #6.
6. The additional insured status and/or other contract or agreement requirements would appear in this section along with the project name and description.
7. The certificate holder's name and address will appear here. The certificate holder is the entity requiring the insured to provide the certificate of insurance. Such as The City of Aztec, 201 W. Chaco St., Aztec NM 87410
8. The signature of the authorized representative of the insured's insurance brokerage or agency appears here.

\*Prepared by: XYZ Risk Management Services, Inc. –

Insurance Co name  
Address  
City, State, Zip  
Telephone #  
Fax Number

